

STATE OF NEBRASKA CLASS SPECIFICATION
CORRECTIONS UNIT CASE MANAGER

EST: 11/85 - REV: 04/15
CLASS CODE: V66442

DESCRIPTION: Under general supervision, coordinates and manages caseload programs for inmates within a correctional housing unit; develops treatment plans for inmates/offenders; conducts counseling sessions to include crisis intervention and problem solving situations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed.)

This is the second level in the series of four (Unit Caseworker, Unit Case Manager, Unit Manager and Unit Administrator). This is the first line supervisor outside of the bargaining unit. This class supervises the Unit Caseworkers and is supervised by a Unit Manager. This class is distinguished from the Unit Manager in that it is responsible for all shifts on a specific housing unit while the Unit Manager is responsible for all shifts on multiple housing units.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, and directs the work activity of inmates/offenders and staff to facilitate the attainment of work goals and to ensure safety and security by consistent application of policies, procedures, and guidelines.

Confers with and counsels staff to exchange information and/or explain work policies, procedures, and guidelines and to identify work related problems and formulate possible solutions.

Reviews and compares work performance and/or products of inmates/offenders and staff with established standards to determine production levels and training needs and to determine appropriate promotions, disciplinary actions, and grievance dispositions.

Trains staff in the principles, practices, policies, and procedures of a unit case worker to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Observes inmates/offenders in the housing unit area to detect abnormalities, problems, or unrest and to initiate corrective actions.

Instructs inmates/offenders on the rules and regulations of the unit and expected behavior to orient new inmates/offenders to the prison environment and to develop a constructive rapport with them.

Researches inmates'/offenders' backgrounds to establish a treatment file and to provide information for proper classification.

Coordinates inmate/offender treatment plans to ensure timely follow-up on programs enrolled in and proper referral to needed programs and diagnostic assessment including self betterment, chemical dependency, mental health, medical, academic and vocational, or special referrals.

Counsels inmates/offenders, including crisis intervention, to assist them in adapting to the prison environment; solving problems; filing grievances; and planning for treatment changes, furloughs, and parole.

Directs compliance with all administrative regulations, operational memorandums, post orders, State statutes, and agency policies and procedures to maintain prison order and effective prison operation.

Evaluates specific charges and facts and recommends appropriate corrective action by participating in disciplinary hearings to properly discipline inmates/offenders for noncompliance with established policies, procedures, rules, and regulations.

Recommends changes in inmate/offender programming by participating on committees and unit staff team meetings to better recommend programming that would be beneficial for the inmate/offender and contribute to the security of the facility.

Writes progress reports and release plan proposals to make recommendations and to maintain a case file on each inmate/offender.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: organizational structure; administrative regulations; operational memorandums; unit policies and procedures; personnel administration; counseling techniques and procedures; programs and opportunities open to inmates; caseload management.

Ability to: communicate effectively with inmates/offenders, staff, and the public; exercise leadership and sound judgment; operate within established guidelines; plan, assign, and supervise the work of others; effectively counsel inmates/offenders; communicate with a wide range of people in various situations; write reports and make recommendations; observe inmates and detect problems or unrest; understand and apply instructions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance during the selection process must request such in advance.)

Bachelor's degree in criminal justice, behavioral sciences, human services or related field **and** two years of corrections experience **OR** Associate's degree in criminal justice, behavioral sciences, human services or related field plus four years of corrections experience; **OR** six years of corrections experience.

Must be at least 18 years of age. No felony or domestic abuse related convictions. Valid driver's license.

SPECIAL NOTES:

Successful applicants will undergo a Minimum Physical Standards (MPS) screening, thorough background check, medical screening and drug test. Upon hire, will be required to successfully complete a six-week pre-service training program.

Employees in this class are subject to random drug testing.

State agencies are responsible to evaluate each position to determine individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).